

6. TITLING VEHICLES

CAVEAT: This section is presented as a courtesy and a very basic primer and may not reflect the most recent law changes. Questions for more detailed information on titling and registering vehicles should be directed to the Texas Department of Transportation's Vehicle Titles & Registration Division (VTR) at 512-465-7611 or the local Tax Assessor-Collector. Information regarding Salvage Dealer Licensing may be obtained by contacting the Vehicle Titles & Registration Division Salvage Licensing Unit at (512) 374-5010 Option 3 and information regarding the issuance of salvage documents may be obtained by contacting the Vehicle Titles & Registration Division customer Help Desk at (512) 465-7611, Special Plates Branch at (512) 374-5010 Option 3. Copies of the many forms mentioned herein may be obtained from the county tax offices, Vehicle Titles & Registration Division Regional Offices for from TxDOT's website (www.dot.state.tx.us). To see a complete list of motor vehicle Title and Registration forms, go to www.dot.state.tx.us/forms/vehicle_titles.htm.

For a list of VTR Division offices, go to:

www.dot.state.tx.us/services/vehicle_titles_and_registration/regional_offices/default.htm.

6.1 Wholesale Sales. When a dealer sells a vehicle wholesale, care should be taken to make sure that the title is provided to the new dealer and that the selling dealer has legibly printed the selling dealership's name in the proper place for reassignments. This will insure that the selling dealer is in the chain of title. By law, no one is allowed to sell a vehicle if they do not have possession of the title. A copy of the front and back of the title should be kept by the seller to meet the record requirements. Any other documents such as registration receipts should also be forwarded to the new owner.

6.2 Dealer must transfer, not customer. As a dealer, if you sell a motor vehicle to a consumer, you must complete all the documents that are necessary to title and register the vehicle in the consumer's name. The consumer is not allowed to handle the title transfer. The dealer must file the paperwork with the county tax assessor-collector's office within 20 working days of the date of sale. If a consumer goes to the tax assessor-collector office to transfer the title of a motor vehicle purchased from a dealer, the office will notify MVD and a complaint will be filed against the dealer.

There are three places a vehicle may be titled and registered:

- ◆ In the county where the sale took place;
- ◆ In the county of the buyer's residence;
- ◆ In the county of the lienholder.

As of September 1, 2005, the buyer may designate which one of the three locations where their vehicle is to be registered. The dealer is required to have the buyer sign a form VTR -136, (Page 6-15) and keep this form in the sales file.

6.3 Exception to Dealer Transfers. By law dealers are required to do the titling and registering of vehicles they sell. However, there are exceptions where the dealer may give the paperwork to the buyer to handle. Those exceptions include the sale of:

- ◆ vehicles that have been declared a total loss;
- ◆ salvage and non-repairable vehicles that have been rebuilt;
- ◆ vehicles purchased by out-of-state residents who are leaving the state immediately;
- ◆ vehicles sold to out-of-state or foreign residents or dealers;
- ◆ vehicles sold to exempt (governmental) agencies;
- ◆ trucks over 11,000 pounds gross weight;
- ◆ trailers weighing less than 4,000 lbs. gross weight.

6.4 Taking Assignment on Titles. When a dealer receives a vehicle in trade, or purchases a vehicle from the auction, another dealer, or a consumer, the dealer should make sure the dealership's name is entered as the buyer on the back of the title above the line marked "Name of Purchaser." When the seller signs the back of the title and the buying dealer's name is not entered, this is known as an "open title." Dealers are expressly forbidden to hold open titles under Rule 111.11(a)(13).

6.5 Odometer Statements. Out-of-state titles and any other types of documentation not having the proper odometer statement also require a separate odometer disclosure statement provided the motor vehicle is not exempt from disclosure requirements..

6.6 Applying for Title. Three items are needed to apply for a Texas title:

- ◆ Ownership document – this can be the title if transferring a title for a used motor vehicle. Franchised dealers selling new vehicles will have an MCO.
- ◆ Registration receipt – only if the registration is current.
- ◆ Title application.

6.7 Ownership Documents. Make sure that the vehicle described on the title or MCO matches the vehicle you are actually selling. Check the VIN on the title against the VIN on the vehicle. Make sure the vehicle is the proper model, body type, etc. as stated on the title. Make sure all names are spelled correctly and the person who sold the vehicle to you is the same one on the title.

a. Determine the type of vehicle. If the Texas title conforms to the federal odometer requirements (issued after 4/29/90), then all information on the assignment must be completed if the vehicle is subject to the Federal Truth in Mileage Act. Vehicles that are exempt include:

- ◆ Vehicles with a gross weight of 16,000 pounds or more or in excess of 2 tons;
- ◆ Vehicles that are not self-propelled (such as trailers);
- ◆ Vehicles ten model years old or older (figured by subtracting ten from the current calendar year);

- ◆ Vehicles owned by a United States governmental agency;
- ◆ New motor vehicles prior to the first retail sale (in this situation, the MCO would be the ownership document).

b. Other forms. Make sure that any reassignment document (Page 6-9, Form VTR-41-A) or power of attorney (Page 6-8, Form VTR-271-A) indicates the same information that is on the title. Out-of-state titles and any other type of documentation not having the proper odometer statement will require a separate odometer disclosure statement (Form 40). If the title is from out of state, then an Identification Certificate is also required.

Make sure that all available reassignment spaces on the back of a Texas title are used before using the Dealer Reassignment (Form VTR-41-A).

c. The secure power of attorney form. There are only two conditions when the use of the secure power of attorney form is appropriate.

- ◆ when the title is held by the lienholder, and;
- ◆ when the title is lost.

d. Liens. If a lien is recorded on the surrendered evidence of ownership then a lien release would be required unless that lien is being carried forward on the new title application. If a lien is being carried forward and a transfer of ownership is involved, written authorization from the lienholder is required. The date on the lien release must be the same date or after the power of attorney date. If a secure power of attorney (POA) accompanies a title recording a lien, the release of lien date must be the same as the date the POA was executed or after. On out-of-state titles, make sure the date of the release of lien is included in the release.

6.8 Documentation Required for Foreign/Imported Vehicles. The state requires certain documentation for the registration and titling of foreign vehicles. However, a dealer should always check with their local county tax office as many may require additional documents. The requirements of the Texas Department of Transportation are:

a. An Identification Certificate, DPS Form VI-30-A (Page 6-10), properly executed by a Texas official state approved safety inspection station will be required on all vehicles imported into the United States.

b. The Inspection Report on the bottom of the Application for Assigned or Reassigned Number, Form VTR-68-A (Page 6-11), must be executed by a law enforcement officer who is a member of one of the following agencies: Municipal Police Auto Theft Unit; County Sheriff's Department Auto Theft Unit; Federal Bureau of Investigation; Texas Department of Public Safety, Motor Vehicle Theft Services; the National Insurance Crime Bureau (NICB) or Auto Theft Prevention Authority Auto Theft Task Force.

c. A weight certificate will be required on all imported commercial motor vehicles in excess of one (1) ton.

d. Proof of compliance with applicable US Department of Transportation (USDOT) safety requirements and US Customs entry/clearance documentation, if applicable. If the vehicle is imported under bond, an original bond release letter from the USDOT (with all attachments referred to in the letter, if any) will be required; otherwise, a validated application for Importation of Motor Vehicles and Motor Vehicle Equipment subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards (US DOT Form HS-7) must accompany such document. NOTE: In lieu of the bond release letter, a bond release verification letter issued by USDOT is acceptable.

e. All foreign vehicles imported into Texas that are less than ten years old are subject to odometer requirements.

f. A receipt or certificate issued by the U. S. Department of Treasury showing that any and all gas guzzler taxes due on the vehicle have been fully paid, if applicable. A copy of the IRS Form 720 that was filed by the applicant accompanied by a copy of the canceled check will also be acceptable proof of payment of the tax, if applicable.

6.9 Title Application. The title application (Form 130-U, Page 6-12) should be filled out carefully and completely before filing at the tax office. Be sure to make a copy of the completed application for your records. Make sure that:

- ◆ the vehicle description is correct and complete, including the odometer reading;
- ◆ the applicant information including social security number (if joint owners, then you must show both social security numbers) is complete;
- ◆ lienholder information if applicable is current, and the lien date is included;
- ◆ odometer disclosure is accurate;
- ◆ sales tax statement has been calculated properly;
- ◆ both the buyer and seller have signed the application (Comptroller requires seller's signature).

6.10 The Title Application Receipt. After you have filed the application for title and registration, you will receive a receipt from the tax office known as the "white slip" (VTR-500-RTS). This form is an important document, because it proves you applied for the title and paid the proper fees and taxes. Many financial institutions require a white slip before they will release funds. Make sure you protect this document and keep the original or a copy in your sales records.

IT IS VERY IMPORTANT TO CHECK THE TITLE APPLICATION RECEIPT PREPARED BY THE TAX OFFICE BECAUSE WHATEVER APPEARS ON THE

RECEIPT IS WHAT WILL BE PRINTED ON THE TITLE. ANY ERRORS, ESPECIALLY OMISSION OF LIEN INFORMATION, MUST BE CAUGHT WITHIN 24 HOURS; OTHERWISE, A COURT ORDER WILL BE NEEDED TO STOP TITLE ISSUANCE.

Titles are issued by TxDOT usually within 5 days of receipt of the paperwork from the County.

6.11 Vehicle Registration. A copy of the current registration receipt should accompany the title papers when you file at the tax office. Determine whether the registration is current on the vehicle. If the registration is current, then a \$2.50 transfer fee will apply. If the registration has expired, then full registration fees will be due at the time the transaction is filed. For the exact amount of the registration fee, call your local county tax office.

6.12 Title and Registration in Another State. Once in a while you will get a customer who wants you to title and register the vehicle in another state for them so they will not have to bother with it. If you sell vehicles out of state on a regular basis it may be economical for you to buy the two volume set entitled "Motor Vehicle Registration Manual" published by The Polk Company, 26955 Northwestern Hwy, Southfield, Michigan 48034, (800) 635-5522. This set describes in detail titling and registration procedures in all the states.

6.13 Handling the Out of the Ordinary Title Situation. If you find you do not have negotiable evidence of ownership or the documentation is not sufficient to apply for title (such as an assignment missing or incomplete), three options exist to transfer title.

a. Tax Collector Hearing. This can be initiated at the county, however the tax collector has discretion to send a customer to the VTR Regional Office to review the documentation first. Upon receiving a request for a hearing, the tax collector sets the date for the hearing, which shall not be less than 10 days or more than 15 days from the date of request. When the tax collector sets the date for a hearing, he/she shall notify all parties that might appear to have an interest in the vehicle in question, including the owner and lienholder of record. After hearing the evidence presented by all parties, the tax collector will decide whether title should be issued to the applicant. TxDOT abides by this decision. All evidence presented at the hearing is attached to the order and submitted with the title application to TxDOT, if the tax collector has granted title.

b. Bonded Title Process. This must be initiated at the VTR Regional Office. This process provides an alternative to a tax collector's hearing. The "Statement of Fact" (Form VTR-130-SOF, Page 6-13, 14) should be completed by the applicant in order to provide the circumstances of how and from whom the vehicle was obtained. A letter is prepared by the VTR Regional Office outlining the proper procedure with blind copies sent to the owner and lienholder of record and any other interested parties. A Certificate of Title Surety Bond is purchased

by the applicant and submitted to the county tax office along with any other documentation. The bonded title procedure cannot be used for abandoned vehicles, vehicles subject to storage or mechanic's lien, stolen vehicles, or vehicles involved in litigation.

c. Court Order. A suit may be filed in the County or District Court in an effort to obtain a court order directing TxDOT to issue title.

6.14 When Title is Lost, Getting a Certified Copy of the Title. If a dealer takes a trade and the consumer does not have the title, the dealer should get the owner to either go through one of the three methods mentioned above, or they may apply for a certified copy of title. As of January 1, 1996, TxDOT may issue a certified copy of title *only* to the recorded owner(s), lienholder(s), or a verified agent. An application presented to the Department by anyone other than those listed will be rejected. The certified copy of title may **ONLY** be delivered by mail to the address recorded on the application.

The recorded owner(s) or lienholder(s) may obtain a certified copy of title only upon presentation of properly executed documents and valid personal identification which includes a photograph, issued by an agency of this state or the United States.

In the case of joint ownership, both owners must provide photo ID.

A verified agent of the owner(s) or lienholder(s) may obtain a certified copy of title only upon presentation of properly executed documents, valid personal identification which includes a photograph, and verifiable proof that they are an agent for the owner(s) or lienholder(s). Verifiable proof may consist of a business card, copy of employee identification, or a letter of signature authority on original letterhead. If a power of attorney (POA) is used, the photo ID of the person appointing the POA is also required.

Any questions regarding certified copy of title issuance should be directed to your local VTR Regional Office.

6.15 Forging Title Documents is a Felony. Under §501.155 of the Texas Transportation Code, it is a third-degree felony for a person to knowingly provide false or incorrect information, or sign the name of another person without legal authority on a title application, an application for a certified copy of title, an assignment of title, a discharge of lien, or any other document required by the department or necessary to the transfer of ownership of a motor vehicle. Do not sign your customers' names to power of attorneys or title applications. Get the paperwork signed while the customer is in the office or call them back to do so. All dealers want to make it easy for their customers, but many complaints received by VTR come from consumers saying they never gave permission to the dealer to sign certain documents.

6.16 The Most Common Reasons Title Transactions are Rejected.

- ◆ **Vehicle Information** (year, make, and/or VIN incorrect)

- ◆ **Owner Information** (owner's name and address incorrect, signatures omitted)
- ◆ **Liens** (omitted, not carried forward, not released)
- ◆ **Odometer** (brand and readings incorrect)
- ◆ **Tonnage** (carrying capacity and/or empty weight incorrect)
- ◆ **Title Record** (later title record has been issued)
- ◆ **Vehicle Transfer** (incorrect vehicle transferred)
- ◆ **Surrendered Evidence** (mismatched or missing evidence)
- | **Bonded Title** (incomplete information, such as signature, date, etc.)
- | **Title Remarks** (remark omitted, not carried forward, i.e., Reconstructed, Flood)

6.17 Standard Presumptive Value. Effective October 1, 2006 Dealers may charge a buyer a fee for performing the service of providing a certified appraisal on a vehicle which they bought from an individual. The Comptrollers office by rule have set the fees for such appraisals and for most vehicles, a dealer can charge from \$100 to no more than \$300 for a certified appraisal. A dealer's certified appraisal of a motorcycle can cost from \$40 to \$300, and a dealer appraisal of a house trailer, travel trailer or a motor home can cost from \$100 to \$500. Comptroller Form 14-128, Used Motor Vehicle Certified Appraisal Form, is available on Window on State Government at <http://www.cpa.state.tx.us/taxinfo/taxforms/14-128.pdf>

6.18 How to Get More Information on Titling and Registration. The Vehicle Titles and Registration Division publishes two manuals, one on titling and one on registration of vehicles. Both of these manuals contain copies of all the forms and instructions on how to title or register a vehicle and are updated regularly. A dealer can contact the TxDOT General Services Division, Publication Services Section at (512) 302-0985 and order a copy of these manuals for a very small fee. Updates can be ordered at this same number. See page 6-14 for a list of VTR regional offices.

Forms can be downloaded from the Internet or faxed. Go to the TxDOT web page at www.dot.state.tx.us, click on "services" on the blue ribbon at the top, then click on "Vehicle Titles and Registration" under Divisions. Bookmark this site for future use.

STATE OF TEXAS				
POWER OF ATTORNEY FOR TRANSFER OF OWNERSHIP TO A MOTOR VEHICLE				
(SEE REVERSE SIDE FOR INSTRUCTIONS)				
WARNING: THIS FORM MAY BE USED ONLY WHEN TITLE IS PHYSICALLY HELD BY LIENHOLDER OR HAS BEEN LOST.				
This Form Must Be Submitted To The State By The Person Exercising Powers of Attorney. Failure To Do So May Result In Fines And/Or Imprisonment.				
VEHICLE DESCRIPTION				
Vehicle Identification Number	Year Model	Make of Vehicle	Body Style	Model
PART A. A POWER OF ATTORNEY TO TRANSFER OWNERSHIP AND TO DISCLOSE MILEAGE				
Federal and State law require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.				
I, _____, appoint _____				
(Seller's Name, Print)		(Buyer's Firm Name, Print)		
as my attorney-in-fact, to execute all documents necessary to transfer my interest in the above described vehicle and to disclose the mileage on the title for the vehicle described above exactly as stated in my following disclosure.				
I state that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.				
<input type="checkbox"/> (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits. <input type="checkbox"/> (2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.				
_____ (Signature of Seller/Agent)		_____ (Printed Name)		_____ (Date of Statement)
_____ (Seller's Street Address, City, State, Zip Code)				_____ (Daytime Phone Number)
_____ (Signature of Buyer/Agent)		_____ (Printed Name of Individual Signing as Buyer/Agent)		
_____ (Firm's Name, Street Address, City, State, Zip Code - Print or Type)				_____ Dealer Number
PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE. (PART B IS INVALID UNLESS PART A HAS BEEN COMPLETED.)				
I, _____, appoint _____				
(Buyer's Name, Print)		(Dealership's Name, Print)		
as my attorney-in-fact, to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.				
_____ (Signature of Buyer/Agent)		_____ (Printed Name)		
_____ (Print or Type Firm Name, If Applicable)				
_____ (Buyer's Street Address, City, State, Zip Code)				
Federal and State law requires that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.				
I, _____, state that the odometer now reads _____ (NO TENTHS)				
(Seller's Name, Print)				
miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.				
<input type="checkbox"/> (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits. <input type="checkbox"/> (2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.				
_____ (Signature of Seller/Agent)		_____ (Print Name)		_____ (Date of Statement)
_____ (Dealership's Name, Street Address, City, State, Zip Code)				_____ Dealer Number
PART C. CERTIFICATION (TO BE COMPLETED WHEN PARTS A AND B HAVE BEEN USED)				
I, _____, hereby certify that the mileage I have disclosed on				
(Person Exercising Above Powers of Attorney, Print)				
the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.				
_____ (Signature)		_____ (Printed Name)		_____ (Date of Certification)
_____ (Street Address, City, State, Zip Code)				
8617024 THIS DOCUMENT IS VOID IF ALTERED.				

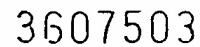
FORM VTR 271-A SECURE POWER OF ATTORNEY

STATE OF TEXAS Texas Department of Transportation DEALER'S REASSIGNMENT OF TITLE FOR A MOTOR VEHICLE					
VEHICLE IDENTIFICATION NUMBER		YEAR MODEL	MAKE OF VEHICLE	BODY STYLE	TITLE / DOCUMENT NUMBER
MODEL	NAME OF STATE OR COUNTRY IN WHICH LAST REGISTERED		YEAR OF LICENSE	LICENSE NUMBER	
<p>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</p>					
REASSIGNMENT BY DEALER ONLY	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p>				
	<p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p>				
	<p> <input checked="" type="checkbox"/> ODOMETER READING (NO TENTHS) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY. </p>				
	<p> Date of Sale _____ Dealer's Name _____ Dealer No. _____ Agent's Signature _____ Printed Name (Same as Signature) _____ I am aware of the above odometer certification made by the seller/agent. Signature of Buyer/Agent _____ Printed Name (Same as Signature) _____ </p>				
REASSIGNMENT BY DEALER ONLY	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p>				
	<p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p>				
	<p> <input checked="" type="checkbox"/> ODOMETER READING (NO TENTHS) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY. </p>				
	<p> Date of Sale _____ Dealer's Name _____ Dealer No. _____ Agent's Signature _____ Printed Name (Same as Signature) _____ I am aware of the above odometer certification made by the seller/agent. Signature of Buyer/Agent _____ Printed Name (Same as Signature) _____ </p>				
REASSIGNMENT BY DEALER ONLY	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p>				
	<p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p>				
	<p> <input checked="" type="checkbox"/> ODOMETER READING (NO TENTHS) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY. </p>				
	<p> Date of Sale _____ Dealer's Name _____ Dealer No. _____ Agent's Signature _____ Printed Name (Same as Signature) _____ I am aware of the above odometer certification made by the seller/agent. Signature of Buyer/Agent _____ Printed Name (Same as Signature) _____ </p>				
REASSIGNMENT BY DEALER ONLY	<p>The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein, and has been transferred to the following printed name and address:</p>				
	<p>Name of Purchaser _____ Street _____ City _____ State _____ Zip _____</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:</p>				
	<p> <input checked="" type="checkbox"/> ODOMETER READING (NO TENTHS) <input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY. </p>				
	<p> Date of Sale _____ Dealer's Name _____ Dealer No. _____ Agent's Signature _____ Printed Name (Same as Signature) _____ I am aware of the above odometer certification made by the seller/agent. Signature of Buyer/Agent _____ Printed Name (Same as Signature) _____ </p>				
LIEN	<p>LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: 1ST LIEN IN FAVOR OF (NAME & ADDRESS) _____ DATE _____</p>				
<p style="text-align: center; font-size: small;"> NOTE: THIS FORM IS NOT VALID UNLESS ALL ASSIGNMENTS/REASSIGNMENTS ON AN ATTACHED ORIGINAL OR CERTIFIED COPY TEXAS CERTIFICATE OF TITLE OR MANUFACTURER'S CERTIFICATE OF ORIGIN HAVE BEEN COMPLETED. UNAUTHORIZED PRINTING OR REPRODUCTION OF THIS DOCUMENT IS PROHIBITED. THIS DOCUMENT IS VOID IF ALTERED IN ANY WAY. </p>					

5570010

Form VTR-41-A (7-99)

FORM VTR-41-A DEALER'S REASSIGNMENT OF TITLE FOR A MOTOR VEHICLE



FOR A MOTOR VEHICLE LAST REGISTERED
OR TITLED IN SOME OTHER STATE OR COUNTRY

NOT ACCEPTABLE WITH ERASURES OR ALTERATIONS

I, the undersigned duly appointed Inspector, hereby certify that I have physically examined the manufacturer's vehicle identification number of the motor vehicle described above.

Date _____

Download a copy of this form from VTR webpage.

Station Number

Name of Station

— NOTE TO OWNER —

This form must be attached to your application for Texas Certificate of Title at the time you purchase Texas License plates from county Tax Assessor-Collector. This inspection required by law.

VI-30-A Rev. 7-95

DPS FORM VI-30-A
IDENTIFICATION CERTIFICATE



APPLICATION FOR ASSIGNED OR REASSIGNED NUMBER

THIS SPACE FOR DEPARTMENTAL USE ONLY

Type of Number Issued

- | | |
|--|--|
| <input type="checkbox"/> Reassigned Manufacturer's VIN | <input type="checkbox"/> Motor Number as VIN |
| <input type="checkbox"/> Assigned VIN | <input type="checkbox"/> Motorcycle VIN |
| <input type="checkbox"/> Trailer | <input type="checkbox"/> Travel Trailer |
| <input type="checkbox"/> Component Part | <input type="checkbox"/> Equipment |

Approved By: _____

Number Assigned: ↓

The applicant hereby applies for an assigned number to be affixed to the following motor vehicle, component part, or equipment:

- | | |
|--|--|
| <input type="checkbox"/> Motor _____
Year and Make of Motor | <input type="checkbox"/> Frame _____
Year and Make of Frame |
| <input type="checkbox"/> Transmission _____
Year and Make of Transmission | <input type="checkbox"/> Body _____
Year Make Body Style |

If above part is installed in applicant's vehicle, the following must be completed:

Make _____ Model _____ Year _____ Body Style _____ Title/Document Number _____

Vehicle Identification Number _____

License Number _____ State of Issuance _____ Month & Year of Expiration _____

Before me, the undersigned authority, personally appeared the owner (as evidenced by the attached document or documents) of the vehicle, part, or equipment described above, who, in accordance with the provisions of Transportation Code §501.033, is hereby applying for an assigned number to be affixed to such vehicle, part, or equipment. The undersigned further deposes and upon oath states that he is the rightful owner of the above described vehicle, part, or equipment and that the information given above by him is true and correct.

Name of Applicant Street Address City State Zip Code

SEAL

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, Year _____

Notary Public in and for _____ County, Texas

WARNING! TRANSPORTATION CODE §501.155 PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED DOCUMENT IS A THIRD-DEGREE FELONY.

INSPECTION REPORT TO BE EXECUTED BY LAW ENFORCEMENT AGENCY

This inspection covers: (Check ALL appropriate statements) ☐ Motor Vehicle Component Part Only ☐ Motor Vehicle ☐ Motorcycle Frame

☐ Motorcycle Motor ☐ Travel Trailer ☐ Trailer ☐ Semitrailer ☐ Part is installed in applicant's vehicle ☐ Equipment

☐ Part is not installed in applicant's vehicle ☐ MANUFACTURER DID NOT ASSIGN IDENTIFICATION NUMBER TO THE _____ (Show part[s] as applicable)

☐ Vehicle assembly was ever affixed to motorcycle, travel trailer, or trailer for identification purposes has _____
_____ manufacturer's number.

REMARKS: (Describe)

Download a copy of this
form from VTR webpage.

I personally inspected the vehicle, part, or equipment described above and found the true and original manufacturer's identification number to be _____, or ☐ I was unable to determine the true manufacturer's identification number.

My official ID number is _____ with →

Printed Name of Officer Phone Number

Signature of Officer Date

(City/County)

- ☐ Municipal Police Auto Theft Unit
- ☐ County Sheriff's Department Auto Theft Unit
- ☐ Federal Bureau of Investigation
- ☐ National Insurance Crime Bureau
- ☐ Texas Department of Public Safety - MVTS
- ☐ Auto Theft Prevention Authority
- Auto Theft Task Force

THE FEE OF \$2.00 AND THE EVIDENCE OF OWNERSHIP MUST ACCOMPANY THIS APPLICATION.

← SEE REVERSE SIDE FOR ADDITIONAL INFORMATION. →

FORM VTR-68-A
APPLICATION FOR ASSIGNED OR REASSIGNED NUMBER

APPLICATION FOR TEXAS CERTIFICATE OF TITLE

SHADED AREAS ARE TO BE COMPLETED BY THE SELLER

TYPE OR PRINT NEATLY IN INK

TAX OFFICE USE ONLY

Tax Collector _____ County _____
Date _____ Transaction Number _____

1. Vehicle Identification Number _____ 2. Year _____ 3. Make _____ 4. Body Style _____

5. Model _____ 6. Odometer Reading _____ 7. Empty Weight _____ 8. Carrying Capacity (lbs.) _____ 9. Tonnage _____

10. Trailer Type _____ 11. Plate No. _____ 12. Vehicle Unit No. _____

☐ Semi ☐ Full

14. Applicant's/Owner's Name(s) _____

Address _____

City, State, Zip Code _____

County Name _____

14a. Registrant's Name _____

(Renewal Notice Recipient)

Address _____

City, State, Zip Code _____

County Name _____

14b. Vehicle Physical Location _____

City, State, Zip Code _____

15. Previous Owner's Name _____

Address _____

City, State, Zip Code _____

15a. GDN - Dealer Use Only _____

THIS MOTOR VEHICLE IS SUBJECT TO THE FOLLOWING FIRST LIEN

16. 1st Lien Date _____ 1st Lienholder Name _____

Address _____

City, State, Zip Code _____

17. FOR CORRECTED TITLE:
CHECK REASON(S)☐ Change in Vehicle Description☐ VIN☐ No Change in Ownership☐ Add Lien☐ Remove Lien☐ Odometer Brand☐ Odometer Reading☐ Year☐ Make☐ Body Style☐ Other

18. ODOMETER DISCLOSURE FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE UPON TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

I, _____, state that the odometer now reads _____ (no tenths).

** (Name of Seller/Agent)

THE MILEAGE SHOWN IS ☐ A - Actual Mileage ☐ N - Not Actual Mileage WARNING - ODOMETER DISCREPANCY ☐ X - Mileage Exceeds Mechanical Limits

** IF NO SELLER/AGENT, TITLE APPLICANT SHOULD CHECK ONE OF THE 3 BOXES ABOVE UNLESS NUMBER 6 INDICATES "EXEMPT."

MOTOR VEHICLE TAX STATEMENT

19. CHECK ONLY IF APPLICABLE

☐ I hold Motor Vehicle Retailer's (Rental) Permit No. _____ and will satisfy the minimum tax liability (V.A.T.S., Tax Code, §152.046 [c]).☐ I am a Dealer or Lessor and qualify to take the Fair Market Value Deduction (V.A.T.S., Tax Code, §152.002 [a]).

20. DESCRIPTION OF VEHICLE _____ Year _____ Make _____

TRADED IN (if any) _____

? (Y/N)

21. SALES AND USE TAX COMPUTATION

☐ (a) Sales Price (\$ _____ rebate has been deducted)

(b) Less Trade-In Amount, Describe in Item 20 Above

(c) For Dealers/Lessors/Rental ONLY - Fair Market Value Deduction, Describe in Item 20 Above

\$ (_____)

☐ \$65 Rebuilt Salvage Fee

(d) Taxable Amount (Item a. minus Item b./Item c.)

\$ _____

☐ 2.5% Emissions Fee (Diesel Vehicles 1996 and Older > 14,000 lbs.) _____

(e) 6.25% Tax on Taxable Amount (Multiply Item d. by .0625)

\$ _____

☐ 1% Emissions Fee (Diesel Vehicles 1997 and Newer > 14,000 lbs.) _____(f) Late Tax Payment Penalty ☐ 5% or ☐ 10%

\$ _____

☐ Exemption claimed under the Motor Vehicle Sales and Use Tax Law because _____

(g) Tax Paid to _____ (STATE)

\$ _____

(h) AMOUNT OF TAX AND PENALTY DUE

\$ _____

☐ \$28 or \$33 APPLICATION FEE FOR CERTIFICATE OF TITLE

(Contact your County Tax Assessor-Collector for the correct fee.)

I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS DOCUMENT ARE TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.22. _____
Signature of SELLER, DONOR, OR TRADER

PRINTED NAME (Same as signature)

Date _____

23. _____
Signature of PURCHASER, DONEE, OR TRADER

PRINTED NAME (Same as signature)

Date _____

RIGHTS OF SURVIVORSHIP OWNERSHIP AGREEMENT

AGREEMENT BETWEEN PERSONS NOT MARRIED SHOULD BE EXECUTED ON A RIGHTS OF SURVIVORSHIP OWNERSHIP AGREEMENT FOR A MOTOR VEHICLE, FORM VTR-122.

WE, THE PERSONS WHOSE SIGNATURES APPEAR HEREIN, HEREBY AGREE THAT THE OWNERSHIP OF THE VEHICLE DESCRIBED ON THIS APPLICATION FOR TITLE, SHALL FROM THIS DAY FORWARD BE HELD JOINTLY, AND IN THE EVENT OF DEATH OF EITHER OF THE PERSONS NAMED IN THE AGREEMENT, THE OWNERSHIP OF THE VEHICLE SHALL VEST IN THE SURVIVOR.

SIGNATURE _____

Date _____

SIGNATURE _____

Date _____

WARNING: Transportation Code, §501.155, provides that falsifying information on title transfer documents is a third-degree felony offense punishable by not more than ten (10) years in prison or not more than one (1) year in a community correctional facility. In addition to imprisonment, a fine of up to \$10,000 may also be imposed.

* NOTE: Transportation Code, §501.0235, REQUIRES that the applicant's social security number be provided when applying for a certificate of title. If the applicant does not have a social security Number, Form VTR-171, Statement of Fact for Non-disclosure of a Social Security Number, must accompany this application. This information is requested for owner identification purposes.

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form from VTR webpage.



Statement of Fact

(Required to be Completed by Title Applicant
Prior to Review of Evidence of Ownership)

Title Applicant's Printed Name _____

Mailing Address _____ City _____ State _____ Zip Code _____ County _____

Vehicle Description: Year Model _____ Make _____ Body Style _____ Model _____

License Plate No. _____ Vehicle Identification Number _____

1. Are you a Texas resident or military personnel stationed in Texas? ☐ Yes ☐ No
2. Is the vehicle you are attempting to title subject to any of the provisions of the Transportation Code, Chapter 683, (i.e., abandoned vehicles, junked vehicles issued a Certificate of Authority, vehicles declared a public nuisance, etc.)? ☐ Yes ☐ No
3. A. Is the vehicle you are attempting to title subject to storage or mechanic's charges under the provisions of Chapter 70, State Property Code? ☐ Yes ☐ No
 B. Is the vehicle you are attempting to title subject to foreclosure on a Contractual Landlord's Lien under the provisions of Chapters 54 (i.e., Building or Residential) and 59 (i.e., Self-service Storage Facility Lien)? ☐ Yes ☐ No
4. Has this vehicle been reported stolen? ☐ Yes ☐ No
5. A. Was the vehicle manufactured for sale or distribution in the United States? ☐ Yes ☐ No
 (If no, complete B. below)
 B. Are you unable to provide proof of compliance with U.S. Department of Transportation safety requirements? ☐ Yes ☐ No
6. Is the vehicle involved in any pending lawsuits? ☐ Yes ☐ No
7. Is the vehicle operable? ☐ Yes ☐ No (If no, complete VTR-131, Request to Issue Negotiable Certificate of Title Without Registration.)
8. If the motor vehicle is inoperable, does it have a motor hooked from? ☐ Yes ☐ No

Please state how and from whom you obtained the vehicle _____

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form from VTR webpage.

Applicant's Signature _____

()

Phone Number _____

Date _____

Date of Birth _____

Driver's License Number _____

State of Issuance _____

NOTE: YOU MAY BE REQUESTED TO LEAVE APPLICATION OVERNIGHT FOR PROCESSING.

WARNING! TRANSPORTATION CODE, §501.155 PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

(OVER)

Hearing/Bond Checklist

The following must accompany your completed Statement of Fact in order for tax assessor-collector's hearing or bonded title to be processed.

- ☐ 1. Pencil tracing of vehicle identification number or, if unable to secure pencil tracing, a physical description (Form VTR-270).
- ☐ 2. Evidence of ownership, if any (bill of sale, etc.).
- ☐ 3. NADA Book Value (furnished by department) or two value appraisals may be required depending on the year model of the vehicle. Appraisals must be legible, signed by the appraiser and contain the appraiser's complete business name and address. A sample appraisal form is available from the VTR Regional Offices. (Required for bonded title transaction ONLY.)
- ☐ 4. Weight certificate required if the vehicle is a commercial vehicle from out of state or no record of Texas title exists.

APPLICABLE ONLY IF LAST REGISTERED AND/OR TITLED IN ANOTHER STATE

- ☐ 5. Vehicle Identification Number Certificate (Form VI-30 or Form VI-30-A).

**CONTACT YOUR LOCAL VEHICLE TITLES AND REGISTRATION
DIVISION REGIONAL OFFICE FOR QUESTIONS OR ADDITIONAL INFORMATION**

FOR DEPARTMENT USE ONLY

- ☐ 1. NCIC CHECKED BY
- ☐ 2. VINASSIST PRINTOUT (IF NO RECORD FOUND AND VEHICLE IS YEAR MODEL '81 OR NEWER)
- ☐ 3. MICROFICHE FORM (IF NO RECORD IN SYSTEM MUST COMPLETE FORM 257)
- ☐ 4. FORM 36 — REJECTION SHEET
- ☐ 5. REJECTION LETTER
- ☐ 6. CERTIFICATE OF TITLE SU
- ☐ 7. REFERENCE BOOK PAGE
- ☐ 8. FINALIZATION PROCEDURES

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form from VTR webpage.





COUNTY OF TITLE ISSUANCE

THIS FORM MUST BE EXECUTED AND SIGNED BY THE PURCHASER(S)

Seller Information:

Transportation Code §501.0234 requires a licensed motor vehicle dealer to apply for a certificate of title and registration for a motor vehicle in the county as directed by the purchaser.

Purchaser Information:

The purchaser of a motor vehicle shall designate which of the following counties (Transportation Code §501.023) will be the recipient of all taxes, fees and other revenue collected as a result of the transaction, which the tax assessor-collector is authorized by law to retain.

Purchaser(s) must select only one:

- ☐ COUNTY OF PURCHASER'S RESIDENCE
- ☐ COUNTY WHERE MOTOR VEHICLE IS PURCHASED
- ☐ COUNTY WHERE MOTOR VEHICLE IS ENCUMBERED (LIENHOLDER)

SIGNATURE OF PURCHASER

DATE

SIGNATURE OF PURCHASER

DATE

CONDADO DE EXPEDICION DE TITULO

ESTA FORMA DEBE SER FORM

Información sobre el Comerciante:

El Código de Transporte §501.0234 requiere que el comerciante solicite un certificado de título y registro.

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form from VTR webpage.

hículos
ador.

Información sobre el Comprador:

El comprador del vehículo designará cual de los siguientes condados (Código de Transporte §501.023) recibirá todos los impuestos, cargos y otros ingresos creados por la transacción, los cuales, según la ley, el recaudador de impuestos tiene el derecho de cobrar.

El(los) comprador(es) debe(n) elegir solo una opción:

- ☐ CONDADO DONDE RESIDE EL COMPRADOR
- ☐ CONDADO DONDE EL VEHICULO FUE COMPRADO
- ☐ CONDADO DONDE ESTA UBICADO EL POSEEDOR DEL DERECHO DE RETENCION

FIRMA DEL COMPRADOR

FECHA

FIRMA DEL COMPRADOR

FECHA





POWER OF ATTORNEY TO TRANSFER MOTOR VEHICLE

TYPE OR PRINT IN INK

This is to certify that I, _____
Print or Type Name of Owner
of the County of _____
and the State of Texas, owner of the following described motor vehicle, do make, constitute and appoint:

Print or Type Name
of the County of _____ and the State of _____, my true and lawful attorney,
for me and in my name, place and stead to sell, transfer, and assign or purchase and apply for the title on the motor vehicle
described as follows:

Year	Make	Body Style	Model	License Plate Number
Vehicle Identification Number			Title Number	

Giving and granting unto my said attorney full power and authority to do and perform all and every act requisite and necessary
to transfer and assign the legal title to said motor vehicle or to purchase and apply for a title to anyone whomsoever as may be
designated by my said attorney.

NOTE: This form must be properly completed before it is an acceptable document. The power of attorney cannot be
granted to the selling or buying dealer and/or employee of the dealership of the vehicle disclosed therein,
unless the year model is ten (10) model years old or older, the tonnage exceeds two (2) tons, or the vehicle is
not self-propelled.

If a Power of Attorney will be used to apply for a certified copy of title, the person signing must include a copy of his/her
government issued photo identification (for example, a Texas or other state's driver's license, a government issued
Identification Card, or a United States passport).

I further certify that the current odometer reading is _____ miles and to the best of
(No Tenth)
my knowledge the odometer reading

is checked: ☐ 1. The mileage
☐ 2. The odometer

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form from VTR webpage.

Print or Type Name of Owner

Signature of Owner

Address City State Zip Code

Date

WARNING: TRANSPORTATION CODE, §501.155, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED
STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

TEXAS DEPARTMENT OF TRANSPORTATION
VEHICLE TITLES AND REGISTRATION DIVISION
AUSTIN TEXAS 78779-0001





STATEMENT OF FACT
FOR NON-DISCLOSURE OF A
SOCIAL SECURITY NUMBER

Transportation Code §501.0235 states, "The department shall require an applicant for a certificate of title to provide the applicant's social security number to the department."

VEHICLE IDENTIFICATION NUMBER			
YEAR	MAKE	BODY STYLE	LICENSE PLATE NO.

I, _____, an applicant for Texas Certificate of Title
Printed Name
on the above described vehicle, certify that:

1. Failure to provide a social security number on the application for title is not intended to circumvent the provisions of this Act; and
2. ☐ I have not been issued a social security number.
or
☐ I have rescinded

SIGNATURE

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form from VTR webpage.

WARNING: Transportation Code §501.155 provides that falsifying information on title transfer documents is a third-degree felony offense punishable by not more than ten (10) years in prison or not more than one (1) year in a community correctional facility. In addition to imprisonment, a fine of up to \$10,000 may also be imposed.



Affidavit for Repossessed Motor Vehicle

This form, along with other transfer documents, must be submitted to the county tax office for processing.

YEAR MODEL	MAKE	BODY STYLE
VEHICLE IDENTIFICATION NUMBER		TEXAS CERTIFICATE OF TITLE DOCUMENT NUMBER

This vehicle was repossessed because of the failure of the former owner(s) to meet the obligation in the matter of settlement of the terms of encumbrances on said vehicle, and this repossession is not made with intent to defeat the purpose of the Texas Motor Vehicle Safety Responsibility Act.

METHOD OF REPOSSESSION: PLEASE MARK THE APPROPRIATE BOX.
SUPPORTING DOCUMENTS MUST BE ATTACHED TO THE TITLE APPLICATION WITH THIS AFFIDAVIT.

☐ **TERMS OF SECURITY (LIEN) AGREEMENT**

If a lien is not recorded on the Texas Title, a certified copy of the Security (Lien) Agreement must be attached, and the lienholder must apply for a Texas Certificate of Title in the lienholder's name before a transfer of the vehicle ownership can be perfected.

☐ **SEQUESTRATION**

The original or a certified copy of the Sheriff's Bill of Sale must be attached to the title transaction.
(A Writ of Sequestration ordering a sheriff or constable to seize property may be issued by Judges and Clerks of the District and County Courts and Justices of the Peace.)

☐ **FLOOR PLAN LIEN**

DEALER'S GENERAL DISTINGUISHING NUMBER _____

PRINT DEALER'S NAME _____

When a "Floor Plan" lien covers vehicles in a dealer's inventory, and if the dealer is in default under the terms of the security agreement, the lienholder may repossess and transfer ownership without securing title in the dealer's name. In such instances, an application for title in the name of the purchaser must be supported by the following documentation:

1. Manufacturer's certificate or certificate of title properly assigned to the dealership and reassigned to the purchaser by the lienholder.
2. Affidavit for Repossession.
3. Photocopy of the Security Agreement.

This is to certify that the undersigned _____

SIGNATURE OR NAME OF LIENHOLDER

BY AUTHORIZED AGENT

PRINTED NAME OR NAME OF LIENHOLDER (SAME AS SIGNATURE)

(AREA CODE) TELEPHONE NUMBER _____

Before me this day personally appeared the above affiant who by me being duly sworn upon oath says that the statements set forth above are true and correct.

Subscribed and sworn to before me this _____ day of _____, year _____.

Notary Public

_____, Notary Public _____ County, Texas

WARNING: TRANSPORTATION CODE §501.155 PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

Vehicle Titles and Registration Division
Texas Department of Transportation
Austin TX 78779-0001



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